

GRANT APPLICATION FORM
Department of Criminal Justice Services
805 East Broad Street, 10th Floor
Richmond, Virginia 23219

The grant application form may be downloaded from the following DCJS web site at
<http://www.dcjs.org/forms/grants/grantapp.pdf>

Grant Program – List the grant program you are applying for.

Applicant Jurisdiction - Use this space to provide the name of the locality or state agency applying.

Applicant FIN – Use this space to provide the applicant localities federal Identification number.

Jurisdiction(s) Served - List all localities to be served; or indicate "statewide" if that is appropriate.

Program Title - List the specific title of the grant program category, if any, under which you are requesting funds; for example "Multidisciplinary Partnerships."

Grant Period - Provide the proposed grant period.

Type of Application – New, Continuation or revised application

Project Director, Project Administrator, and Finance Officer

Project Director - The person who will have day-to-day responsibility for managing the project.

Project Administrator - The person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application including the provision of the required cash match. This **must** be the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Finance Officer - The person who will be responsible for fiscal management of funds.

It is extremely important that you provide fax as well as telephone numbers for each person. If possible, please provide an e-mail address also.

Brief Project Description – A short description of the proposed project.

Project Budget Summary – Total figures from "Itemized Budget."